

Web Posting PDF Instructions

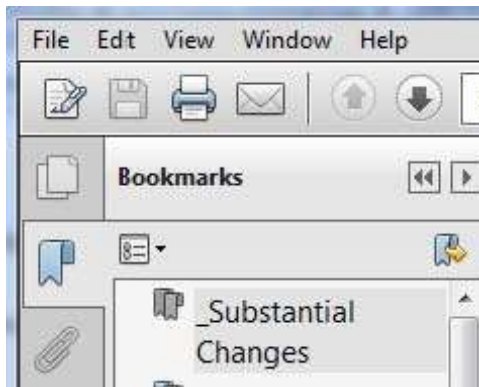
PPS draft policies are now available in one .pdf document for review. Below are instructions on viewing and printing the policies in this document. There will be a Table of Contents on the first page with links to each section of the document. Policies, forms and appendices under each section are in numerical order.

Instructions on Using Book Marks:

The bookmark feature in Adobe may be used to view individual draft policies, forms and appendices. To use the bookmark feature, click on the bookmark icon:

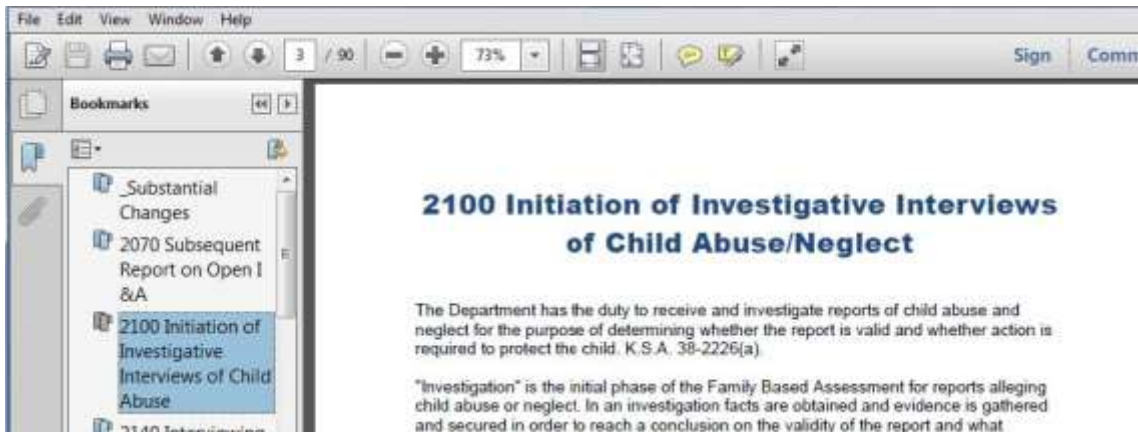


located in the left column of the .pdf document (as shown to the left).



This will bring up a list of bookmarks in the left panel of the .pdf document. To view a specific policy, form or appendix, click on the bookmark for the policy, form or appendix to bring it up for viewing in the right viewing panel (as shown below).

As shown below, the bookmark for PPM 2100 has been selected and is highlighted (left panel). The policy is shown in the right panel.

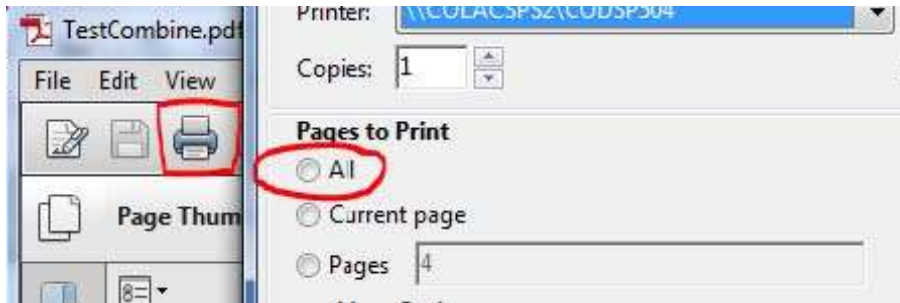


Instructions on Printing:

All draft policies may be printed in one document for review, or individual draft policies may also be printed.

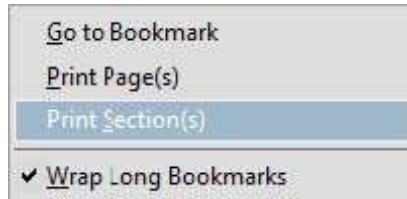
I. Print entire document

- Select the print icon in the top toolbar.
- A separate window opens with selections for "Pages to Print". Select the radio button to print "All".
- Hit the "Print" button at the bottom



II. Print a selected page or pages When printing selected pages in Adobe, use the pages Adobe has assigned, not page numbers from the document in Adobe.

- To print one page or more pages, select the bookmark for the page(s) desired to print by using the mouse to click on the bookmark while holding to "Ctrl" button, if selecting more than one.
- While hovering over the bookmark(s) with the mouse, right-click on the mouse. The below menu will pop-up. Select "Print Section(s)" (shown below).



- The print window will pop-up with the page(s) to print already selected. Click the radio button next to "Pages" (as shown below).



In the example shown, pages 3-5 were highlighted and are now shown in the "Pages to Print" box.